



EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN I

(Full-Time At-Will With Benefits Position)

THE SALARY: \$15.72 hourly, \$2,729 monthly, \$32,751 annually

THE BENEFITS: Liberal vacation plan; twelve days cumulative paid sick leave per year; fourteen paid holidays per year; group medical, dental and life insurance paid for employee; voluntary retirement plan, and merit advancement.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the standard (8:00AM-5:00PM, Monday to Friday) work schedule.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) Fiscal Division is currently seeking a qualified and highly motivated individual to independently perform difficult and responsible sub-professional accounting work in the preparation and maintenance of financial, statistical and fiscal records, statements and reports.

EXAMPLES OF DUTIES: Under the direction of the Supervising Accounting Technician, the incumbent will perform such duties as: Maintain a manual or automated system requiring the application of double entry and accrual accounting principles; establish, revise and maintain statistical, bookkeeping and accounting control records; make journal entries; post to general and subsidiary ledgers; monitor and review claims, invoices and other financial transactions to assure accuracy, legality and compliance with established requirements and proper documentation; examine, reconcile, balance, and adjust accounting records; identify and resolve problems and determine corrective entries in maintaining accounting controls; prepare calculations, budget justifications and claims from a variety of data, accounting records and computer products; prepare regular reports of revenues and expenditures for management; answer questions, provide technical support to management and advise other organizations on procedures, the legality and propriety of expenditures that involve searching for or abstracting technical data, policies, and procedures; make bank reconciliation, analyze accounts, balances and close accounts; type alpha and numeric data, requisitions, tabulations, statements and other materials and operate standard office equipment including display stations; attend meetings, conferences and seminars as requested; backup payroll functions as needed; provide vacation and temporary relief as required; perform other duties as required.

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MINIMUM QUALIFICATIONS: **Education/Experience:** Applicants must have education equivalent to graduation from high school, able to read, write and speak English at a level appropriate to the position. In addition, applicants must have two years of recent **paid** experience performing fiscal record keeping/accounting duties. **Knowledge:** **Considerable knowledge of:** Principles and practices of financial record keeping. **Good knowledge of:** Accounting and budgeting practices and procedures; modern office practices to include filing systems. **Abilities:** **Ability to:** Reconcile differences within a record keeping system requiring an understanding of the relationship among accounting records and documents; understand and apply the principles, laws and procedures involved in fiscal record keeping and accounting functions; analyze data and arrive at logical conclusions; establish and maintain cooperative working relations with others; communicate effectively in written and verbal form; complete assignments within established deadlines; operate personal computer hardware and software programs as required. **Skills:** Type 40 words per minute, operate standard office equipment/10-key calculator and computerized (IBM 36) accounting system.

LICENSE AND PERSONAL VEHICLE: Must possess a valid California Driver License, be insurable, have a good driving record and maintain dependable personal transportation throughout the course of employment. The selected candidate shall be reimbursed at 44.5¢ per mile for use of his/her personal vehicle for business purposes (excluding driving to and from home to work). ***Applicants must attach a copy of their Department of motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.***

EXAMINATION: The examination will consist of a competitive review and evaluation of the employment application and attachments. Those applicants passing the competitive evaluation of qualifications will be scheduled for an assessment exercise to evaluate the applicants abilities to prioritize work, demonstrate independent action, and good judgment, prepare correspondence in final form and complete work within established deadlines. Those applicants who pass the assessment exercise will be scheduled for a structured oral examination covering the following items: (1) Budgeting and Accounting, (2) Forms, Records and Reports, 3. Public Contact, (4) Arithmetic Calculations. Applicants may be required to perform writing exercises and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and/or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have/or be able to obtain (prior to hire date) a checking or savings account.

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APPLICATION: Submit a completed CAPSBC application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY/ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 4/6/06

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4/5/06

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to www.sbcounty.gov/capsbc.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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